

Retention and Classification Report

Agency: Department of Human Services. Office of Administrative Hearings (27)
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Salt Lake City, UT 84116
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Records Officer Sonia Sweeney

28733 Informal administrative hearing audio recordings
17213 Informal administrative hearing case files

AGENCY: Department of Human Services. Office of Administrative Hearings

SERIES: 28733

3

TITLE: Informal administrative hearing audio recordings

DATES: 2015 -

ARRANGEMENT: Chronological by fiscal year, thereunder alphabetical by client's name

DESCRIPTION:

These records support the agency's function to conduct adjudicative proceedings for the Department of Human Services (Utah Code 62A-1-111(4)(2014)). These recordings document informal hearings about matters including child or vulnerable-adult abuse or neglect, adoption and foster care matters, disability eligibility, and compliance with licensing regulations.

RETENTION:

Retain 1 year after the order is issued.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 1 year after order issued and then delete.

APPRAISAL:

Administrative

RETENTION JUSTIFICATION:

AGENCY: Department of Human Services. Office of Administrative Hearings

SERIES: 28733

TITLE: Informal administrative hearing audio recordings

(continued)

Retention is based on DHS Administrative Rule R497-100-7(2).

PRIMARY CLASSIFICATION:

Private 63G-2-302(2)(d)(2015)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2015.

AGENCY: Department of Human Services. Office of Administrative Hearings

SERIES: 17213

3

TITLE: Informal administrative hearing case files

DATES: 1978-

ARRANGEMENT: Chronological by fiscal year, thereunder alphabetical by client's name

ANNUAL ACCUMULATION: 6.40 cubic feet.

DESCRIPTION:

These case files document hearings and appeals conducted by the Division of Child and Family Services, Aging and Adult Services, Services for People with Disabilities(DSPD), and Licensing. The hearings are for the purpose of determining child support, adoption subsidies, whether child or adult abuse/neglect has occurred, DSPD eligibility, foster care removal and issues related to background screening applications and compliance with licensing regulations. Files may contain appeals; judgment by default; notice of support debt; administrative hearing checklist; notice of hearing; notice of appeals; subpoena; stipulation and order; memorandum of findings and order; divorce decree; finding of facts and decree; orders; default judgement and order of support; mailing certificates; computation of arrearages; affidavits; notice of appearance of counsel; written answer; default order; notice of support and debt based on court order; the certificate of record; certified mail receipts; income affidavits; attorney notes and correspondence; orders of stay and/or continuance; and motions and orders on: reconsideration, set aside, dismissal; and final decisions and orders.

RETENTION:

Retain 10 years after case is closed.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 09/1988

AGENCY: Department of Human Services. Office of Administrative Hearings

SERIES: 17213

TITLE: Informal administrative hearing case files

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after case is closed and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy provided no litigation is pending.

APPRAISAL:

Administrative Fiscal Legal

Retention is based on 45 CFR 302.15, 45 CFR 303.2, and 45 CFR 74, and 45 CFR 74.164b.

Retention is based on DHS Administrative Rule R497-100-7(2).

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled